

DOCUMENTATION

INTRODUCTION

This chapter will list documents which should be submitted with the application by the applicant. Documentation of income and income deductions is also required. See Chapter 4, pages 4-8 through 4-13 for a list of those documents. Photocopies should be sent; no original documents.

If the applicant does not have all of the necessary documents, the application can be sent with the documents they do have. The applicant will be contacted for the remaining required document(s). Families should be made aware that this could delay the processing of the application.

RESIDENCY DOCUMENTATION

The applicant has many choices for showing proof of California residency. Only one is necessary. Some examples of document copies the applicant can submit to verify California residency:

- A document showing the applicant is employed in California. If a copy of the applicant's paycheck stub is submitted for income documentation and the employer's California address is shown on that paycheck stub, this will also document California residency
- A recent California rent, mortgage or utility receipt in applicant's name
- Current and valid California driver's license or California Identification Card issued by the Department of Motor Vehicles
- Current and valid California motor vehicle registration in applicant's name
- Evidence that the applicant has registered to vote in California
- A document showing that applicant is registered with a public or private employment service in California
- Evidence that applicant or the children are enrolled in a school in California
- Evidence that applicant is receiving public assistance other than Medi-Cal in California

NOTE: If no evidence is available, the county Department of Social Services accepts an affidavit.

PROOF OF PREGNANCY

- Proof of pregnancy from a doctor or clinic is required if pre-enrolling an unborn child for Healthy Families



CITIZENSHIP/U.S. NATIONAL DOCUMENTATION

Listed below are documents which can be submitted to verify citizenship or US National status of the child(ren) or pregnant woman. Proof of citizenship or U.S. National status may be sent within 60 days without causing a delay in processing the application.

- Original or certified birth certificate, U.S. passport
- Birth/baptismal certificate issued on a reservation, tribal records, letters from the Canadian Department of Indian Affairs, school records, and tribal I.D. card for federally recognized tribes
- Naturalization Certificate (INS Forms: N-550, N-570, N-578, N-565), Individual Fee Register Receipt (INS Form G-711)
- Northern Mariana Identification Card issued by INS
- Certificate of U.S. Citizenship (INS Form N-560, N-561)
- U.S. Citizen ID Card (INS Form N-I-197, INS Form I-179)
- Certificate of Child Born Abroad (Department of State Form FS-545)
- Report of Birth: Child Born Abroad (Dept. of State Form FS-240)
- Certificate of Birth Abroad (Department of State Form DS-1350)

NATIVE AMERICAN INDIAN DOCUMENTS

An American Indian or Alaskan Native is not required to pay premiums or co-payments under the Healthy Families Program. One of these documents is required to qualify for the Cost/Share Waiver for the Healthy Families program.

- Copy of an American Indian or Alaska Native enrollment document from a federally recognized tribe, or
- A Certificate of Degree of Indian Blood (CDIB) from the Bureau of Indian Affairs, or
- A Certificate of Indian Heritage from an Indian Health Service Facility operating in the State

IMMIGRATION STATUS DOCUMENTATION

The applicant should send legible copies of immigration documents which show the entry date for the children/pregnant woman. Copy both sides of immigration documents. Listed below are some of the most common immigration documents that can be used to verify immigration status. Immigration status documents may be sent within 60 days without causing a delay in processing the application.


- INS Form I-551 (Green Card)
- Unexpired Temporary I-551 stamp in a foreign passport
- INS Form I-94 (Arrival/Departure Record),(will not be accepted w/o INS Form I-551)
- INS Form I-688B (Employment Authorization Card)
- INS Form I-776 (Employment Authorization Document)
- Form I-130 (Proof that petition has been filed)
- Proof that INS Form I-360 has been filed on behalf of battered alien
- INS Form I-360 for applicant who is eligible for self petition under the Violence Against Women Act (VAWA)
- INS Form I-571 (Refugee Travel Department)
- INS Form I-766 (Employment Authorization Document)
- An order from an Immigration Judge showing deportation withheld
- A discharge certificate (DD214) that shows two or more years continuous active duty in the Air Force, Army, Navy, Marine Corp or Coast Guard, with an “Honorable” discharge
- A current Military Identification Card (DD Form 2) or a copy of military orders
- Possession of a Military Identification Card showing that the individual is married to a veteran or active duty member
- Dependent Military Identification Card to establish dependency of the child and a DD Form 214 or equivalent to establish the veteran status without further inquiry
- A letter from the Canadian Department of Indian Affairs, a birth or baptismal record issued on a Canadian Indian reservation, tribal or school records which establish that an American Indian born in Canada is of at least one half American Indian ancestry
- INS Form I-220
- A letter from INS showing status
- INS Form I-210
- INS Form I-181 Memorandum of Creation of Record of Lawful Permanent Residence
- A court order establishing the alien’s status
- A properly endorsed passport
- Individual Fee Register receipt, INS Form G-711 and an interview Appointment Letter, INS Form I-488

CONFIDENTIAL INFORMATION REGARDING IMMIGRATION INFORMATION

The assistant and the phone line operators may be asked questions about immigration information that may be reported to the Immigration and Naturalization Service (INS). To respond, the assistant or phone operator should explain the following:

"Information about children or a pregnant woman listed on the application is confidential and is only shared with the Immigration and Naturalization Services in cases of fraud."

Information about the child's or pregnant woman's immigration status listed on the mail-in application is confidential.

 **REMEMBER:** The applicant is not required to provide information about his or her immigration status unless the applicant is applying for benefits themselves.

Page 3 of the application instructions, under Question 25 can help assure families that immigration information is only required for children/pregnant woman and is not shared with INS for services lawfully received.

REFERRAL NUMBERS FOR IMMIGRATION STATUS OR PUBLIC CHARGE QUESTIONS

Access to INS Public Charge Information

Information about public charge is available via the internet from INS. To access this information:

- Go to <http://www.ins.usdoj.gov>
- Click on Public Affairs
- Click on Public Information
- Under "Please select a topic," select Public Charge
- Scroll down to Public Charge
- Select "A Quick Guide to Public Charge and Receipt of Public Benefits (California Edition) 11/4/99"